# Guide to Applying and Testing for CPPO/CPPB Certification

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UPPCC
UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL

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# CONTACT INFORMATION

If you should have any policy or procedural questions related to UPPCC Certifications or the recertification requirements, please contact Universal Public Procurement Certification Council.

UPPCC COMMUNICATES VIA EMAIL. PLEASE ADD OURDOMAIN @UPPCC.ORG TO YOUR SAFE SENDER LIST certification@uppcc.org

## Office Hours

UPPCC office hours are Monday – Thursday 8 AM - 5 PM ET
Friday 8 AM – 12 PM ET.

## Website

The UPPCC website, www.uppcc.org, is a valuable resource for CPPOs and CPPBs and those aspiring to be. In addition, to program information, the site includes the official UPPCC Certification Directory. Policy changes and announcements are also updated on the website.

## Social Media

**FB** | **Twitter** | **LinkedIn**

## MyUPPCC Account

The MyUPPCC self-service portal can be accessed from the UPPCC website and provides many self- service features such as:

- update contact information (phone, email, mailing addresses)
- set communication preferences and opt in/ opt out of communications
- view certification status and expiration dates
- apply for a new or recertify an existing certification
- access previous online application history detail
- view and pay open invoices.

**Please Note:** All applications for certification and recertification must be submitted online through MyUPPCC.

For the best experience, please use the current versions of **Google Chrome** or **Mozilla Firefox** web browsers. **Internet Explorer** has known incompatibilities with the functionality of the **MyUPPCC** site.

# Getting Started with MyUPPCC

All certificants have a MyUPPCC account that is linked to their certified status whether they have accessed the account or not.

Individuals who have applied or tested for certification in the past will also have a MyUPPCC account. **Individuals who already have a MyUPPCC account should not create a second account but should instead access the existing account and reset the password**. To access an existing account for the first time, follow these steps:

1. Click on the Login To MyUPPCC button from the UPPCC homepage.

2. Click on "Forgot Password?" from the MyUPPCC login screen.

3. You will be prompted to enter login information associated with your account (i.e., email address). For first time access, enter the email address that you believe to be associated with UPPCC records. If the system locates an account associated with the email address entered, it will confirm the email address to which it will send a password reset email upon clicking Submit.

4. Check your email account for the password reset email and follow the instructions.

Individuals who no longer have access to the email address associated with UPPCC records, do not recall the associated email, or have any other difficulties with accessing their existing account will need to contact staff for assistance.

**If you are new to UPPCC and do not already have a MyUPPCC account, you will need to create a new account to get started.** Even if you are not yet ready to apply for your CPPO or CPPB, creating an account will allow us to keep you informed about certification. You will also gain access to all of the great features that come with having a MyUPPCC account. To create your account, click "New Customer? Click here" from the My UPPCC login screen.

## Maintaining Your Information

UPPCC makes every effort to keep the most current contact information for applicants, candidates and certificants. If you get married, move, change jobs, let us know! You can update your contact information at any time through your MyUPPCC self-service portal Account.

## Name Changes

If the name listed on the MyUPPCC account changes due to marriage, divorce, etc., the account owner must contact UPPCC staff to make any name change updates and provide valid legal documents to support the change. Name changes can be initiated by email to certification@uppcc.org, but must be accompanied by at least one form of valid legal documentation listed below:

- Marriage Certificate
- Divorce Decree (only the page regarding the name change and page with the official seal are necessary)
- Current, valid Driver’s License or Passport D Court Order or Naturalization paperwork

# UPPCC Application Check List

To complete your UPPCC CPPO/CPPB Certification Application, we suggest that you carefully review the following checklist prior to submitting your application to UPPCC for review:

☐ Reviewed exam schedule deadlines on UPPCC's website homepage.

☐ Created a MyUPPCC account using your legal name (as shown on your valid, government-issued photo ID).

☐ Read the Candidate Guide (pages 12–18) and confirmed:
- ☐ You meet the degree requirement (if applicable).
- ☐ You have met the required public procurement work experience.
- ☐ You've completed the required coursework hours.

☐ Obtained official transcripts (no unofficial/student copies allowed). Transcript must be in English, no exceptions.

☐ Uploaded transcript to application **OR** emailed to certification@uppcc.org **OR** mailed to:

**UPPCC, Attn: Certification Dept, 110 W Vine St Ste 600, Lexington KY 40507**

☐ If degree is from outside U.S./Canada, reputable third-party evaluation report must be obtained and submitted with transcript (report must be in English).

☐ Collected Official Position Descriptions (OPDs) for each procurement-related job. An example of an OPD document is an employer-issued job posting description document.

☐ If OPD is unavailable, obtained a signed Human Resources letter on company letterhead with job details.

☐ Attached supplemental Working Position Description (WPD) document, if needed. An example of a WPD document is a resume or Curriculum Vitae (CV). *A WPD document does not replace the need for an OPD document.*

☐ Included valid training/coursework documentation: Approved documentation must show provider name, your name, completion date, activity title, and hours earned, such as a Certificate of Completion/Attendance or transcript.

☐ If paying by check, ensured it was mailed early enough to meet the application deadline.

# INTRODUCTION

UPPCC has developed Guides to assist applicants, candidates and certificants through the various stages of earning, testing for and maintaining a UPPCC certification.

## About the Organization

In 1978, the Universal Public Procurement Certification Council (UPPCC) was formed to promote and elevate professionalism and ethical conduct in the public sector procurement more effectively. As a separately incorporated entity, UPPCC objectively administers certification to the public procurement profession, independent of influence or control by any one organization or education curriculum.

Built upon the highest standards of quality and integrity and in support of the public trust, the mission of the UPPCC is to recognize professionalism in public procurement through the identification of a common body of knowledge and the certification of individuals against established standards of competency.

The functions of the UPPCC are:

- to establish the body of knowledge for public procurement
- to monitor and revise, as needed, the requirements for certification
- to continue research efforts relating to the certification of public procurement professionals
- to encourage professional growth in the field of public procurement through certification; and
- to do all things necessary and proper to promote and elevate professionalism and ethical practice in public procurement.

The CPPO and CPPB certification programs are wholly owned and governed by the Universal Public Procurement Certification Council® (UPPCC).

## Governance

The UPPCC consists of two volunteer-led boards: the Board of Directors (BOD) and the Board of Examiners (BOE). The BOE is comprised of (20) members who are responsible for continuously developing, revising, and monitoring the CPPO and CPPB certification examinations.

## Development of the Certification Programs

The UPPCC developed two certification programs: the Certified Public Procurement Officer (CPPO) and the Certified Professional Public Buyer (CPPB).

Certification eligibility requirements and the Body of Knowledge and Competency (BoK-C) for public procurement for which the examinations are developed are based on a thorough study of the public procurement profession. This comprehensive assessment of the profession also known as a job task or practice analysis routinely commissioned by the UPPCC in 3–5-year intervals to ensure that all essential elements of the CPPO and CPPB certification programs continue to evolve along with the profession.

The most recent job analysis study was conducted in 2020 and incorporated the knowledge and expertise of thousands of public procurement professionals. The study identified the essential knowledge, skills and abilities needed by individuals to competently perform the work of a public procurement professional in both the role of a buyer and that of an officer. The essential knowledge, also known as the BoK-C, serves as the basis for the development of the certification examinations. The CPPO and CPPB certification exams have been based upon the 2021 UPPCC BoK-C (see **Appendix B** of this Guide) as of the October 2021 exam window.

# BENEFITS OF CERTIFICATION

Certification, unlike licensure, is a voluntary action taken by a group of professionals to establish a system to grant recognition to certain individuals who have met an established level of knowledge, training, and practical experience. These professional groups or certification bodies typically grant recognition to successful participants via a certificate and other forms of recognition. The certificate authorizes the individual holder the right to publicize their achievement and their certified status through the use of specific acronyms after the credentialed individual's name.

Individual's standards and competencies for those engaged in governmental procurement attest to the procurement professional's ability to obtain maximum value for the taxpayer's dollar.

CPPO and CPPB designations communicate to the taxpayer that the public employee who manages tax dollars has reached a specific level of education and experience and is knowledgeable about government procurement.

## Benefits of certification to the individual include:

- Professional recognition through 3rd party verification of knowledge
- Personal satisfaction
- Increased knowledge and skills
- Professional growth and development
- Leverage of the importance of the individual to his/her employer
- Demonstrated a commitment to the profession
- Enhanced job opportunities, career advancement and personal marketability
- Greater respect from superiors, co-workers, suppliers, and customers
- Portability of professional certification, which are earned by the individual and go with them wherever their professional path may take them

## Benefits of certification to the employer/public agency include:

- Sets a standard of excellence with the organization
- Fosters ethical behavior of departmental staff
- Increases productivity and departmental efficiency which could lead to increased agency cost savings
- Promotes responsible expenditure of public funds that complies with agency's purchasing laws and rules
- Produces better purchasing and contracting outcomes by improving competencies of employees with purchasing and contracting responsibilities Reduction in training time required to get employees "up to speed"
- Provides objective benchmarks for evaluating skills
- Allows for public entity to promote its expertise through a highly qualified and credentialed workforce

With more than 14,000 professionals certified in the United States, Canada, and other countries, the CPPO and CPPB programs are highly respected among procurement professionals and employers in public procurement.

In the United States, many state and local governments formally recognize the CPPO and CPPB designations as meaningful standards for employment and advancement of public procurement personnel. In Canada, the CPPO and CPPB designations are highly regarded by all levels of government, and in some locations have been integrated as prerequisites into their promotion systems.

# CERTIFICATION PROGRAM OFFERINGS

The Universal Public Procurement Certification Council programs are designed specifically for public procurement personnel in federal, state, provincial, territorial, and local governmental organizations, and agencies. Only those individuals who have government-specific procurement experience are eligible to achieve the designations. UPPCC offers two distinctly different credentials; the Certified Public Procurement Officer (CPPO) and the Certified Professional Public Buyer (CPPB).

### CPPO Program

The CPPO program is geared towards individuals holding supervisory and/ or managerial positions within a public/governmental agency. These individuals may or may not be performing the buying for the governmental entity, but do either supervise a staff of buyers, the procurement department, the public agency, etc. or manage at least one (1) essential function of the procurement cycle (i.e., contracting).

### CPPB Program

The CPPB program is geared to individuals who have demonstrated prescribed levels of professional competency as a buyer within a public/governmental agency in a non-managerial and/or supervisory position.

# HOW TO BECOME CERTIFIED

The UPPCC certification programs follow a two-part process in which the applicant must first demonstrate eligibility via an application and then successfully complete an examination covering the essential knowledge and functions performed in public/ government procurement. Once certified, recertification is required every five (5) years to maintain certified status.

To become certified by the UPPCC, all individuals must complete the following steps:

- Review this Certification Guide to determine if you are eligible to apply. All eligibility requirements must be fully met at the time of application.
- Select the credential that best aligns with your professional qualifications.
- Complete the application for certification providing the required documentation and payment.
- Upon notification of eligibility, pay the exam scheduling fee and schedule a testing appointment.
- Successfully passed the examination.
- Candidates who are successful in both establishing his/her eligibility via the application process and demonstrating competency via successful testing results will earn the CPPO/CPPB credential.
- Maintain CPPO/CPPB certified status through recertification every five (5) years and continuing to abide by UPPCC's Code of Ethics and Professional Conduct.

# ELIGIBILITY REQUIREMENTS

UPPCC certification eligibility is based on the applicant's ability to demonstrate that he/she meets minimum requirements as of the date the application is submitted to UPPCC for review. The minimum requirements are the same for all applicants and there is no reduction in the continuing education and professional development or experience requirements for applicants with advanced levels of education. Please note that the UPPCC reserves the right to modify the eligibility requirements periodically to reflect the changing requirements of the profession.

The UPPCC programs are designed specifically for public sector procurement professionals. Only those individuals who have full-time, public procurement experience are eligible. An applicant's eligibility is determined by evaluating the applicant's professional qualifications in three core areas:

- Formal Education,
- Procurement Experience, and
- Coursework/Training

Unlike most procurement certification programs, the UPPCC requires substantial practical experience in procurement. This experience must be complemented by continuing education and professional development, specifically, within the field of procurement. Additionally, a formal educational degree is required for the CPPO program and optional for the CPPB certification.

## Certified Public Procurement Officer® (CPPO®)

### Option 1
**Bachelor's Degree**

**Coursework/Training** - 96 contact hours of procurement-related coursework/training completed within the previous 10 years from the application submission date

**Procurement Experience** - 5 years of experience within the previous 10 years from the application submission date, of which a minimum of 3 years is in a management/ supervisory position. A minimum of 50% of the required years of experience must be in the public sector (remaining experience may be from either the public or private sector).

### Procurement-Related Defined

The term procurement-related is defined as any activity that relates to the sequence of activities carried out by a procurement organization in the acquisition and disposition of supplies and services and can be tied to one or more of the Body of Knowledge domains for CPPO & CPPB.

## Certified Public Procurement Officer® (CPPO®)

### Option 2 – No Degree
**Active CPPB Certified**

**Required Coursework/Training** – 96 contact hours of procurement-related coursework/training completed within the previous 10 years from the application submission date

**Procurement Experience –** 10 years of procurement experience within the previous 15 years from the application submission date of which a minimum of 6 years is in management or supervisory position. A minimum 50% of the required years of experience must be in the public sector (remaining experience may be from either public or private sector)

## Certified Professional Public Buyer® (CPPB®)

### Option 1
**Completion of 2-year post- secondary educational program**

**Coursework/Training** - 72 contact hours of procurement-related coursework/training completed within the previous 10 years from the application submission date

**Procurement Experience** - 3 years of procurement experience within the previous 10 years from the application submission date. A minimum of 50% of the required years of experience must be in the public sector (remaining experience may be from either the public or private sector).

### Option 2
**No Degree Required**

**Coursework/Training** - 72 contact hours of procurement-related coursework/training completed within the previous 10 years from application submission date

**Procurement Experience** - 5 years of procurement experience within the previous 10 years from the application submission date. A minimum of 50% of the required years of experience must be in the public sector (remaining experience may be from either the public or private sector).

# FORMAL EDUCATION

The completion of a formal degree program is required for eligibility for the CPPO Program, and the completion of a post-secondary educational (degree, diploma, or certificate) program is optional for the CPPB Program. Regardless of the program type or level of education achieved, there is no additional requirement for the area of focus or study of the program to be in a procurement-related discipline to be applicable for credit.

In the United States, regional or national accreditation means that the college or university is recognized by one of the many regional or national accrediting organizations recognized by the U.S. Department of Education.

In Canada, colleges and universities are accredited by the Ministry of Education within the province or territory in which the institution operates.

If an educational degree were earned from an institution of higher learning within the U.S. and Canada and is not accredited as described above, the degree would not contribute to the applicant's qualifications for the CPPO program.

For formal educational degrees earned outside of the United States and Canada, the applicant must have the degree earned evaluated by a reputable educational research firm to determine equivalency to a nationally or regionally accredited bachelor's degree or higher in the U.S. **BEFORE** applying for CPPO.

Any 3rd party educational evaluation services are to be performed at the applicant's request and are at the applicant's expense.

Degrees earned from accredited colleges and universities in Canada do not require a degree equivalency. This applies to Doctorate, Master, Bachelor, or associate degrees that are awarded in Canada.

## CPPO Program Options

For the CPPO Program, the completion of a bachelor's degree program or higher, earned from a regionally or nationally accredited institution of higher learning in the U.S. or the international equivalent will satisfy the Option 1 pathway.

However, for those who do not hold a bachelor's degree or higher, they may still apply using Option 2 pathway. This requires the applicant to have five (5) additional years of professional procurement experience, as well as an additional 3 years of management/supervisory experience than their Option 1 counterparts.

## CPPB Program Options

Higher levels of education such as an Associates, Bachelor's, Master's, or Doctorate will also satisfy this requirement. The 2-year education program is not required to be accredited; however, it must be fully completed.

Applicants for CPPB who do not complete a 2-year post-secondary educational program or higher may still apply using Option 2. This requires the applicant to have two (2) additional years of professional procurement experience than their Option 1 counterparts.

Regarding college transcripts, all applicants are required to submit an *official* copy of their college/university transcript as proof of degree (student/unofficial copies are not permitted). *All transcripts and evaluations (if applicable) must be in English*, **no exceptions.**

# PROCUREMENT EXPERIENCE

At the time of application, the *minimum* professional procurement experience required is as follows:

**CPPB –** Three (3) years with a minimum of 2-year, post-secondary educational program, or five (5) years with no degree (at least 50% of required years must be in public procurement)

**CPPO –** Five (5) years *and* a minimum of three (3) years of management/supervisory experience (at least 50% must be in public procurement), or hold an active CPPB, ten (10) years procurement work experience *and* six (6) six years management/supervisory experience without a degree (at least 50% must be in public procurement)

Current employment at the time of application is not required, nor is it a requirement for the total years of experience to be continuous. All positions must have been held within the previous ten (10) years from the date the application is submitted to the UPPCC, with the exception of those applying for the CPPO certification using Option 2. All positions must have been within the previous fifteen (15) years from the application's submission date. Self-employment or contract work—whether in the public or private sector—is not accepted as qualifying procurement experience.

Applicants must be able to document all employment experience by supplying an official position description, resume or Curriculum Vitae (CV) for each position submitted for consideration. Positions submitted without acceptable documentation will not be considered.

## Private Employment

The private sector encompasses all for-profit and not-for-profit companies that are not owned or operated by the government. Professional procurement experience in the private sector is not required to apply; however, some applicants may have this type of experience and may apply up to 50% of the total years required from private sector.

## Public/Government Employment

A minimum of 50% of the total years of experience required to apply for both the CPPO and CPPB programs must be within a public/government work setting. Examples of types of public entities include, but are not limited to:

- states, provinces, territories
- counties, cities, municipalities
- crown corporations
- public educational enterprises (K-12, public colleges, and universities, etc.)
- authorities (parks, airports, water, utilities, etc.)
- public healthcare organizations and facilities
- military
- federal governments

## Qualifying Procurement Experience - All Applicants

Procurement Experience is defined as the length of time employed in a position where the applicant has the responsibility to perform essential functions within the procurement cycle. The procurement cycle is defined as the sequence of activities carried out by a procurement department in the acquisition and disposition of supplies and services.

Please review the current Bodies of Knowledge and Competencies (BoK-C) for specifics on what you are expected to know for each certification:

- CPPO Body of Knowledge & Competency
- CPPB Body of Knowledge & Competency

## Procurement Management and/or Supervisory Experience - CPPO Applicants Only

In addition to the overall procurement experience requirement that applies to all applicants, applicants for the CPPO must also have experience in a procurement management function.

Procurement management experience must include responsibility for overall procurement/ material management activities to include the supervision of procurement personnel and/or the display of executive abilities involving economic/financial, technical, statistical, legal, and administrative attributes.

Management positions may be totally dedicated to the procurement function or shared with other responsibilities. The percentage of time managing the procurement function must be 50% or more of the applicant's total job responsibility unless the applicant has total responsibility for procurement for the organization.

Examples of procurement management functions include:

- management of user requirements, without direct supervision of procurement personnel, such as buyers
- management of warehouse, inventory, or store's function
- supervision shall include the direct supervision of one or more individuals who are defined as procurement personnel

At least 50% of the management and/or supervisory experience that is additionally required for applicants for the CPPO program must be in the public sector, while the remaining experience may be in either public or private sector.

# COURSEWORK/TRAINING

All educational activities offered by a professional entity or educational provider may be acceptable for credit from UPPCC, so long as the activity was completed within the previous 10 years from the application submission date, is procurement-related, can be properly documented and meets the following qualifying guidelines:

- Live conferences, workshops, seminars, or classes (including face-to-face, audio/video conference, and on-line delivery) earn 1 contact hour per actual clock time of education including partial hours, up to a maximum of 8 contact hours per day.
- For most programs, the recorded version of a live program will not qualify for contact hours. To qualify for credit for self-study, the program would need to meet at least one of the following criteria:

  **1)** Self-study programs that qualify for IACET CEUs and meet procurement content requirements earn ten (10) contact hours per 1 IACET CEU.

  **2)** Self-study programs that qualify for CEUs from a duly accredited U.S. college or university and meet procurement content requirements earn contact hours on an hour equivalency basis in accord with the college or university's calculation guidelines.

  **3)** Programs that meet the procurement content requirements and are approved for self-study by the American National Standards Institute (ANSI), or state licensure programs (such as the State Bar), or credentialing or licensing programs accredited by these organizations, are eligible on a clock-hour for contact hour basis.

  **OR**

- Audio recordings of live programs that qualify for contact hours would also qualify for contact hours on an hour-for-hour basis provided that the recordings include all handouts distributed at the original event, the reactive discussion that occurred, and an interactive component (e.g., quiz or other learning assessment exercise) by which a participant demonstrates comprehension of the covered content areas.

The following activities are excluded and do **NOT** earn credit towards meeting the continuing education and professional development requirement:

- General software training courses (Microsoft Excel, PowerPoint, etc.)
- Trade shows and product-specific promotions, demonstrations, and trainings
- Breaks and intermissions between sessions and workshops
- Networking, entertainment, and social events (including stand-alone events as well as those that are part of larger events).

### College Coursework

Courses taken for academic credit (e.g., face-to- face, independent study/correspondence, online) at a U.S. or Canadian accredited college or university may also be applied towards meeting the coursework/training requirement. Credit hours are earned for academic credit courses. To determine the equivalent contact hours, multiply credit hours by 16. For example, a 3-credit hour course would be equivalent to 48 contact hours.

Non-academic credit courses that do not earn credit hours are treated the same as other coursework/training and earn 1 contact hour for every 1 clock hour of education.

# APPLYING FOR CERTIFICATION

## Exam Application and Exam Window Deadlines

The UPPCC offers two (2) examination opportunities for candidates on an annual basis: once in May and again in October each year. Examinations are delivered daily, Sunday through Saturday at a time and location scheduled by the candidate within the defined exam window.

Beginning 2025, all Spring examinations are administered from May 1-15th, and again October 17th-31st.October 31st.  Advanced application is required to establish eligibility for each potential candidate.

Exam window dates and associated application deadlines dates are posted on the UPPCC website.

## Create A Certification Application

Login to your MyUPPCC account and select the Certification you wish to pursue by selecting the appropriate application under “My Certification Applications” from the MyUPPCC Account Menu. Click on the “Create New Application” button and navigate to the Instructions tab located in the navigation menu to the left of the application. *Carefully read all instructions located at the top of each section of the application.* **Applications remain pending for submission one (1) year from the date the application is created. After one (1) year the application becomes invalid, and applicants must create a new application for submission.**

## Completing the Application

The application for certification may be completed online via the MyUPPCC self-service portal. Applicants who do not already have a MyUPPCC account will need to create one first and should refer to the "MyUPPCC" section page 4 of this Guide.

UPPCC has developed this Certification Guide to assist applicants with understanding eligibility requirements and the rules and procedures of the UPPCC certification programs. **It is the responsibility of the applicant to read this Guide carefully before applying and refer to it as often as needed or whenever there is a question**.

All applicants must have an approved application on file with the UPPCC for the desired certification to register for an examination.

An *approved* application is valid for a period of one (1) year from the date that the application is submitted for review and affords applicants two testing opportunities in the two exam windows *immediately following the application’s submission date*. An application submitted through the MyUPPCC Account can be accessed and viewed at any time by an applicant.

Due to the volume of applications submitted, the UPPCC does not perform pre-reviews of applications in a "pending" or "presubmit" status. If an applicant submits documentation to UPPCC staff by email, staff will not perform any pre-review of the information provided. UPPCC is only able to verify the qualifications of the applicant based on the documentation provided by the applicant on his/her application.

Detailed information designed to assist applicants in determining qualifying experience and coursework/training is available in this Guide.

## Applying for Both CPPO & CPPB

A separate online application and fee is required for each UPPCC certification application; however, only one official college/university transcript is required.

## Late Applications

The UPPCC will accept late applications during a two-week period following the published application deadline. Applications that are submitted during this two-week period will include a late fee of $50 USD with the application fee.

## Candidate Confidentiality

It is the policy of the UPPCC to maintain all applicant and candidate information in confidential files. Information submitted by applicants and candidates for UPPCCs certification programs is viewed by UPPCC leadership and staff for the purpose of determining qualifications for initial certification and/ or recertification and for maintaining historical records.

All database records are permanently archived by the UPPCC. Active certificants may be contacted from time to time to participate in special UPPCC projects and other UPPCC volunteer opportunities.

The UPPCC does not sell applicant, candidate or certificant information to any third party; however, the UPPCC may opt to distribute information to current certificants on behalf of a third-party. Such distributions would be limited to those that are deemed by the UPPCC to be potentially beneficial to the certificant.

The UPPCC strictly prohibits the release of any information regarding the status of an applicant or candidate enrolled in a UPPCC certification program unless the applicant explicitly grants permission to the UPPCC to release information to other individuals by completing the "Confidentiality Release" located in the Applicant Confidentiality section of the online application. Once certification is conferred, however, the status of the individual's certification is available as a public record. Public information is limited to the certificant name, award date, expiration date and certificate number, city, state, and country of the certified individual.

## NON-DISCRIMINATION POLICY

The UPPCC does not discriminate against any person on the basis of gender, race, creed, age, sexual orientation, national origin, religion, or disability.

## UPPCC CODE OF ETHICS & PROFESSIONAL CONDUCT

All applicants and certified professionals are required to subscribe to and be bound by the UPPCC Code of Ethics & Professional Conduct. The full UPPCC Code of Ethics policy is provided in the Applicant Affirmation section of the application and is included in this Guide in Appendix A. The policy should be reviewed and fully understood by the applicant applying for certification.

All applicants are required to uphold and abide by the UPPCC Code of Ethics & Professional Conduct and furthermore agree to accept the consequences of any willful violations of the Code. Through the affirmation statement, the applicant also affirms that:

- the information provided in the application is accurate and truthful, he/she has read and understands the policies and procedures as outlined in the UPPCC Guide to Apply for Certification and Examination Guide in effect at the time of application, and that
- he/she has no felony convictions relating to the practice of public procurement.

Applicant affirmation is required to proceed with submitting an application. Applicants who do not provide affirmation will not be able to submit their application and will remain in a "pending" status.

## REQUIRED DOCUMENTATION

Applicants are required to submit documentation as proof of meeting all eligibility requirements. This section of the Guide will describe what forms of documentation are acceptable and what forms are not.

All information and documentation must be provided to the UPPCC in English. If the documentation is not available in English, the applicant must provide a notarized translation into the English language at his/ her own expense to supplement the original. **Applications will remain in a "pending" status until all required documentation is uploaded to the appropriate section of the application.** Pending applications are valid one (1) year from the application submission date.

### Formal Education

An official transcript from the college or university is required to document formal educational degrees, diplomas, certificates, and courses taken for academic credit.

The official transcript should be uploaded by the applicant into their online application. The transcript *must be* an official copy from the college/university.

All information and documentation submitted must be provided in English. **There are no exceptions to this rule**. If the documentation is not available in English, the applicant must upload a notarized translation into the English language at the applicant's own expense to supplement the original document(s).

It is not necessary for the applicant to submit transcript documentation for any other formal educational degrees earned beyond the minimum degree required for the sole purpose of satisfying the formal education requirement.

Applicants are advised to place transcript orders with the appropriate institutions well in advance of the application submission deadline date due to the length of time it may take to receive an official transcript following a request.

For any formal education degrees that require a third-party educational equivalency review or notarized translation of educational documents, the original documents referenced in the equivalency report, or the notarized translation must be uploaded in the application.

## PROCUREMENT EXPERIENCE

Applicants must be able to document all employment experience by supplying an Official position Description (OPD) document for each position submitted. The OPD is developed by the employer and includes a class title; a definition of the kind of work performed in that class; distinguishing characteristics of the class; illustrative duties; knowledge, skills and abilities required to perform the work; employment standards for incumbents of positions in that class; required licenses and certificates; and necessary special requirements (if any) which must be met.

The UPPCC requires an OPD document as described above, as a means of verifying documented experience and more importantly determining whether the applicant performs essential procurement and/or procurement management functions.

Positions submitted for consideration without OPD documentation will not be considered, as UPPCC does not make decisions on qualifying experience based on position title alone.

In some cases, an OPD is generic in its description of the position and does not provide a true descriptive representation of the incumbent's responsibilities or of the duties performed. Experience cannot be considered without the benefit of additional information. A “Working Position Description,” such as a resume or Curriculum Vitae (CV), may be provided in addition to the OPD documentation (a Working Position Description will not be accepted as a substitution for the OPD).

For experience at independent, not-for-profit colleges and universities applicants must submit a determination document from a national regulatory agency recognizing its employer's not-for-profit status (e.g., Internal Revenue Service (IRS) Determination Letter).

### Applicant Tip:

Only one (1) pdf file may be uploaded per entry. Multiple pdf documents should be combined, then uploaded to entry.

### Coursework/Training

All coursework/training will be considered applicable provided the coursework/training activity can be properly documented and that the activity meets established qualifying guidelines as outlined to qualify for credit.

Acceptable forms of documentation for procurement coursework/training include: a certificate of completion or transcript from the provider which may include the applicant’s employer for any internal training, certificates of attendance, participation, completions, etc.

Documentation must be in the applicant's name and include: the title of the activity/event, the date and location of the activity/event, the name of the training/education provider, and the duration of the activity (contact hours).

### College/University Courses

An official transcript from the college/university is required to document qualifying courses taken for academic credit. These transcripts may be loaded into the MyUPPCC account application directly by the applicant.

### Applicant Tip:

The online application system allows for one file upload per education activity listed. If the applicant has multiple files to upload, please combine all files into one (1) single file prior to uploading.

Uploading subsequent files will replace previous file uploads. To view, edit or replace uploads, click on the EDIT button with the individual transaction.

# CERTIFICATION FEES & REFUND POLICY

All quoted fees for certification are in U.S. Dollars.
An application fee is due at the time the application is submitted and covers the cost of the review. The application fee is non- refundable regardless of the outcome of the review process and whether the candidate continues to the testing phase or not.

An exam scheduling fee is due from all candidates for the examination only after his/her eligibility is determined. The exam scheduling fee must be paid prior to scheduling an examination appointment and covers one (1) examination opportunity per candidate per exam window. If re-testing is required and the candidate is still eligible to test in the following exam window, an additional exam scheduling fee will be required.

If a candidate pays the exam scheduling fee, but fails to schedule a testing appointment, the fee will be refunded to the candidate (less 10% administrative fee) following the closing of the exam window via the original method of payment. If a candidate pays the exam scheduling fee and schedules a testing appointment, the Exam Cancellation/Reschedule policy applies. Please consult the Exam Cancellation/Reschedule Policy section of this Guide.

## Affiliations & Discounts

UPPCC offers discounted rates for the application fee to applicants who hold a valid membership with strategic partners of UPPCC.

Applicants should follow the instructions provided in the section of the application titled Affiliations & Discounts to verify their membership qualifies for the UPPCC Partner rate.

Documentation must be provided as proof of active membership with a UPPCC Partner organization. This may be a screen shot of your membership ID number or a copy of your status from the partner organization's website.

| | UPPCC Partner Member Rates | Non-Partner Member Rates |
|---|---|---|
| **Application Fee** | $290 | $390 |
| **Late Application Fee** | $340 | $440 |
| **Exam Scheduling Fee** | $325 | $325 |

# APPLICATION ELIGIBILITY

**Approved candidates must successfully complete the testing requirement for certification within one (1) year from the application's submission date to UPPCC Staff review.** Approved applications allow candidates testing opportunities in the two exam windows *immediately following* the applications submission date.

Applicants who are eligible to take an exam are permitted one (1) exam testing opportunity per exam window. If an applicant does not receive approval for the upcoming exam window **OR** a candidate does not test **OR** is unsuccessful during the first exam window and is *still within their one-year eligibility period*, then the applicant/candidate may be considered eligible to test during the following exam window.

Once an application expires, it and all supplemental documentation is no longer valid. If testing is not completed within the one (1) year period, the applicant must apply anew for additional eligibility and submit all required documentation and fees.

Staff will notify candidates who have testing opportunities remaining and advise them of next steps. Approved candidates with eligibility left will register through the **Continuing Exam Candidates** menu and select the appropriate application and click on **Create New Application**. From there, the candidate will complete minimal information, such as Special Exam Day Accommodations etc., before proceeding to pay the examination scheduling fee.

Once the examination scheduling fee payment is made, candidates are sent an Authorization to Test (ATT) email notification to the preferred email address on file which contains specific instructions regarding how to schedule an individual testing appointment directly with Prometric. The ATT email notification can also be viewed through the candidate's MyUPPCC account under **Message History**.

# Submitting the Application

It is the applicant's responsibility to ensure that all the requested information and supporting documentation are uploaded to their online application and that the application is submitted before the application submission deadline.

UPPCC preferred method of payment is via credit card or ACH; however, applicants who prefer to pay by check or Purchase Order (PO) may select the appropriate payment option at checkout.

To pay by check, print the invoice and make the check payable to UPPCC and mail to:

**UPPCC**
**110 W Vine St, Ste 600**
**Lexington, KY 40507 USA**

**Applicant Tip:**
The applicant's name that is submitted on the application must match **EXACTLY** as shown on the applicant's valid, government issued ID which will be used at check-in with Prometric (the official UPPCC testing agency) on the examination day. Applicants should verify that their name is spelled correctly *prior to submitting their application with payment to UPPCC staff for review.*

# The Application Review Process

**The evaluation process begins once an application is submitted, and payment has been made in full**. An applicant can track the status of their application review at any time from the applicant's MyUPPCC Account by navigating back to the certification application that was submitted.

Below are the various statuses of an application and additional details about each status:

- **Pending** - an application has been created but not submitted
- **Awaiting Payment** - an application has been submitted but payment has not yet been received
- **Staff Review** - an application has been submitted with payment and is under staff review
- **Additional Information Needed** - staff has reviewed the application submission, but requires additional information (clarification, documentation etc.) from the applicant
- **Exam Qualified** - the application has been approved, applicant is now a candidate for the exam, exam scheduling payment has not been made
- **Accommodation Review** - the applicant has requested special accommodations for testing that are being reviewed and processed internally
- **Exam Eligible** - the candidate has paid all fees and can proceed to scheduling his/her testing appointment with Prometric
- **Certified OR Exam Failed** - testing results have been received
- **Invalid** - an application is no longer valid
- **Expired** - an application has reached the end of the one (1) year period and is now expired and no longer valid

Application status can always be viewed through the applicant's MyUPPCC account by selecting "Message History" from the account dashboard.

When an application moves to the Exam Qualified status, the applicant is considered a candidate for the exam. An email notification is sent to all Exam Qualified candidates providing information on the next steps, which is to request any special accommodation needed for testing. *Applicants must submit payment for the examination scheduling fee*.

Once the examination scheduling fee payment is made, the application moves to the status of Exam Eligible or Accommodation Review depending on whether the candidate requested special accommodations for testing. An application in Accommodation Review status would move to Exam Eligible once the request for accommodations is reviewed and approved.

Candidates with applications in a status of Exam Eligible are sent an Authorization to Test (ATT) email notification which contains specific instructions regarding how to schedule an individual testing appointment directly with Prometric. The ATT email notification can also be viewed through the candidate's MyUPPCC Account by selecting "Message History" from the account menu.

Candidates will have the ability to schedule a testing appointment within the upcoming exam window only.

## Eligibility Denials

Applications that cannot be approved and moved to Exam Qualified will remain in an open review state until the application expires. **All applications are valid for up to one (1) year from the date the application was submitted with payment**. Applications may move between statuses of Staff Review and Additional Information Needed, which allows additional information needed to be submitted so that the application may reach an Exam Qualified status before the application expires.

If the last exam window within the one (1) year application period has passed prior to receiving an approval decision, it may be necessary for an applicant to submit a new application for eligibility.

## Application Appeals

All applicants have a right to appeal an adverse action decision made on his or her application.

The first line of appeal is to the UPPCC Executive Director. Letters of Appeal must be received in writing within fourteen (14) calendar days of the application moving to the status of “Needs More Information”. Email notifications are sent to applicants notifying them of the status change. The communication can also be viewed through the applicant's MyUPPCC account menu under "Message History:'

For further information on this topic, please refer to the section entitled “**Appeals Process - Applicants, Candidates and Certificants”** in this Guide.

# EXAM SCHEDULING

The UPPCC notifies all applicants of the outcome of the application review process via the **preferred email address on file** with the UPPCC usually within 1- 2 weeks of submitting a competed application. It is important to have a valid email address on file with UPPCC, as Staff will correspond via email to ensure applications are complete and accurate.

If an applicant is approved, they become a candidate for testing. An email notification sent to approved candidates will provide information on the next steps with paying the examination scheduling fee. Please be sure to add the UPPCC email address to your 'safe senders' list: certification@uppcc.org.

Once the examination scheduling fee payment is made, candidates are sent an Authorization To Test (ATT) email notification to the preferred email address on file which contains specific instructions regarding how to schedule an individual testing appointment directly with Prometric. The ATT email also contains an Eligibility ID (EID) number. Every candidate must receive a valid EID number for the current exam window to schedule an exam appointment with Prometric.

The ATT email notification can also be viewed through the candidate's MyUPPCC account under "Message History'.

Upon receipt of the ATT email, the candidate must verify that the name printed on the ATT email matches the name EXACTLY as it appears on the current photo identification that the candidate will present at the testing center at check-in. Candidates must have a valid, government-issued, photo identification to present to the test center administrator for check-in on the day of the exam.

The name on the valid identification must match the name used when the candidate registered and scheduled an appointment. The testing center staff or Prometric remote proctor is instructed to **DENY** exam access when identity cannot be verified. This is no different than ensuring your name **EXACTLY** matches your government ID when booking plane tickets or you will be denied at the airport.

If you discover that your registered name printed on the ATT email does not match your identification, you must contact the UPPCC *immediately* to have the mismatch resolved prior to scheduling an appointment. **Individuals are permitted one (1) scheduled appointment within the current exam window only**. Candidates will not receive an ATT email or be able to schedule an appointment for testing until the examination scheduling fee is paid.

All testing is computer-based and is administered via a network of professional testing centers located around the globe and through remote testing with virtual proctors. The UPPCC has contracted with a testing vendor, Prometric, for scheduling, administration and scoring of certification exams.

Candidates must schedule examination appointments directly with Prometric. A link to Prometric's scheduling website will be provided in the Authorization to Test (ATT) email.

Appointments must be scheduled directly with Prometric by the published registration deadline within the upcoming exam window only. Scheduling is available via the web or by phone with a Prometric registration agent. As the UPPCC shares Prometric professional testing centers with many other testing programs, it is advisable for candidates to register early, preferably as soon as the candidate receives the ATT email. **Early registration allows candidates the widest selection of testing centers, dates, and times.**

Upon completion of the exam scheduling process with Prometric, the candidate will receive an email confirming the exam and specific instructions directly from Prometric.

# Special Exam Day Accommodation Requests

The UPPCC and its testing agency, Prometric, comply with the provisions of the Americans with Disabilities Act (ADA) (42 USCG section 12101, et. seq.) and with Title VI of the Civil Rights ACT, as amended (42 U.S.C. 2000e, et. seq). UPPCC uses the guidelines in these documents to address similar requests made by candidates outside the United States.

A person who has physical or cognitive impairment or limitation that prevents him or her from taking the exam under standard testing conditions may request special accommodations. The types of accommodation that might be extending the testing time or providing a separate testing room.

Special accommodation requests must be included on the exam application *prior to* submitting the application and paying the examination scheduling fee to UPPCC.

Testing accommodations approved by UPPCC will be transmitted to Prometric along with the candidate testing authorization. Testing accommodation requests must include a separate letter describing each of the following:

### Disability or Special Accommodation Requests:

Documentation must be provided by a physician or other appropriate diagnostic authority (e.g., psychologist, vocational specialist) regarding the disability and/or special needs.

The documentation will need to be uploaded to the Special Exam Day Accommodations section. UPPCC will make every effort to accommodate special needs unless fulfilling them might alter the exam or results or cause an undue burden on the testing center. There is no additional charge for testing accommodation.

### English as a Second Language

UPPCC certification exams are offered in English only. Candidates whose primary language is not English may request an additional 30 minutes in which to take the exam.

To help UPPCC evaluate a request for extra testing time, the candidate must submit documentation that proves English is his or her second language (e.g., proof of citizenship, passport).

A candidate who does not require special exam day accommodation is required to select "No" under the question, “Are you requesting Exam Day Accommodations?”

# PREPARING FOR THE EXAM

## The Examination

There is only one (1) examination required for each certification. The UPPCC examinations consist of 180 multiple-choice questions, 160 scored (operational) questions and 20 unscored (pre-test) questions covering the six (6) domain areas identified in the UPPCC Body of Knowledge & Competency (BoK-C). Each test question presents the candidate with four (4) options of which only one option is correct.

Candidates should allow a total of 4 hours for the examination, which includes 3.5 hours for the examination (unless a special accommodation request has been approved. See page 24 for details.), plus an extra half-hour for check-in procedures, unscheduled breaks, as well as time to view the pre-test tutorial and time to complete the post-survey questionnaire following the exam. Both the tutorial and the survey are optional and can take up to fifteen (15) minutes to complete.

Time taken to complete the tutorial, and/or the survey does not factor into the 3.5-hour testing time permitted. Candidates who do not finish the exam in the allotted 3.5 hours will not be given a refund.

Candidates should keep in mind that the certification examinations are based on a broad body of knowledge and competency in the field of public procurement, representing a variety of positions within the profession. Candidates may be experts in their specific job role but should consider all other positions that are included in the profession when preparing for testing.

Candidates should approach the certification exams and respond to questions based on generally accepted best practices as addressed in the textbooks from the authoritative literature listing and NOT respond to questions based on "how things are done" at his/her current government entity, which may or may not be a generally accepted best practice.

As the BoK-C serves as the outline for the content of the certification exams, the BoK-C also serves as an excellent guidance document for choosing appropriate education and exam preparation activities. The first step in any preparation process is to first review the current BoK-C and assess personal areas of strength and weakness.

CPPB exam questions are designed to test candidates on the BoK-C as it relates to the role of a buyer.

Conversely, the CPPO questions are designed to test candidates on the BoK-C as it relates to the role of a procurement manager and/or supervisor.

The exams consist primarily of situational, process-oriented questions, but may include some definitional questions. Situational questions require a candidate to be able to apply his/her knowledge of topics found in the BoK-C to responding appropriately to real world situations and problems, while “recall” questions simply ask a candidate to recall a simple fact or piece of knowledge such as a definition.

## Pre-Test Questions

Pre-test questions allow the UPPCC to collect valuable performance statistics on test questions before they become operational (scored) questions on an examination. Pre-test questions are not labeled as such, are randomly placed throughout the exam, and do not factor into a candidate's score.

Operational (scored) questions must meet the content and composition specified in the BoK-C for the specific certification; CPPO or CPPB. Pre-test questions do not follow a pre-determined outline and can cover any topic in the BoK-C. Pre-testing is a common practice among professional certification programs.

## Examination Development

Individual exam questions are developed by UPPCC certified members of the profession. These individuals are members of the UPPCC Item Writing Committee. Item Writing Committee members receive professional training on how to construct quality test questions for the certification exams.

The test questions that are generated are reviewed by a second group of professionals. The members of this second group, the Item Review Committee, receive professional training on how to review test questions. Only questions approved by the Item Review Committee are eligible for selection for an actual examination. The members of the Board of Examiners (BOE) develop the examinations from a bank of approved questions.

The BOE together with testing professionals at Prometric build each exam form by selecting the appropriate number of test questions from each of the six (6) content areas as prescribed in the BoK-C. The BoK-C serves as an outline for individuals involved in all stages of exam development.

New forms of the exams are developed for each exam window so that the tested content remains current and relevant. Whenever this occurs, exam score results will be delivered to the candidate approximately eight (8) weeks following the end of the exam window.

# SUGGESTED STUDY RESOURCES - AUTHORITATIVE LITERATURE

There is not any course or education required to take the exam or to prepare for the exam. There is authoritative literature which addresses public procurement knowledge topics from the UPPCC Body of Knowledge & Competency (BoK-C) for the CPPO and CPPB.

The Universal Public Procurement Certification Council (UPPCC) suggests the following textbooks as resources for candidates preparing for either the CPPO or the CPPB certification examination.

- State & Local Government Procurement: A Practical Guide – 4th Edition, NASPO
- Public Procurement: A Guide to the Body of Knowledge through Exercises and Case Studies – Second Edition, Alexandru V. Roman & Darin L. Matthews
- Strategic Sourcing in the Public Sector, Barbara A. Grilli, Theresa G. Webb
- Developing and Managing RFPs in the Public Sector -Khi V. Thai, Ph.D., NIGP
- Legal Aspects of Public Procurement, Third Edition 2020 - Kirk W. Buffington, CPPO, C.P.M. & Michael Flynn, Esq., Richard Pennington, CPPO, NIGP
- Leading Procurement Strategy, 2nd Edition, 2014 - Carlos Mena, Remko Hoek, Martin Christopher, CIPS
- Contract Management Body of Knowledge® (CMBOK®) 6th Edition, 2019 (Leadership Competency Only)
- The Practical Guide to Software Licensing and Cloud Computing, 7th Edition Paperback – January 1, 2020, by H Ward Classen, ABA
- Contracting for Construction Services, Wendell C. Lawther, Ph.D., and John O. Adler, CPPO, 2008, NIGP
- Warehousing & Inventory Control, Jerry Gianakis, Ph.D., and Darin Matthews, CPPO, C.P.M., 2008, NIGP
- Alternative Dispute Resolutions, Lawrence Martin, Ph.D., and John Miller, CPPO, 2005, NIGP

The CPPO and CPPB certification programs are governed by the Universal Public Procurement Certification Council (UPPCC), an independent certifying body.

The staff and volunteers of the UPPCC do not participate in the development of any preparatory resource or course, and no specific preparatory resource or course is endorsed by the UPPCC.

UPPCC does not require or endorse any educational product or provider, nor does taking any prep courses guarantee successful performance on the actual examination.

# EXAMINATION DAY

## Exam Duration

On the day of the examination, the candidate should plan to arrive at the scheduled testing center early. Candidates who arrive more than thirty (30) minutes after the scheduled appointment time will be turned away and will be considered a no-show for the examination.

Candidates should allow 4 hours for the examination, which includes 3.5 hours for the examination plus an extra half-hour for check-in procedures, unscheduled breaks, as well as time to view the pre-test tutorial and time to complete the post-survey questionnaire following the exam.

Late arrivals for check-in that result in a denial of admission into the examination will result in the forfeiture of the candidate's exam fee. Refunds will not be given for exams that are missed because a candidate was not able to locate the testing center, arrived late or provided invalid identification.

## What To Bring to A Testing Center

Candidates are advised to limit the number of personal items into the center. For security reasons, candidates will not be permitted to bring personal belongings or study materials into the testing center. Secure storage is provided; however, space is limited. Prometric testing centers assume no responsibility for personal belongings and candidates should plan accordingly.

Upon arrival at the testing center, the test center administrator will perform the center's standard security check. The standard security check includes electronic security scans of the candidate prior to entry into the testing room. The test center administrator will require the candidate to present one (1) piece of valid, government issued photo identification.

Acceptable forms of identification include:

- current, non-expired driver's license
- government issued photo identification card; or
- current, non -expired passport.

**The photo identification presented must match the name that is printed on the ATT email.** If the administrator cannot make a positive identification, the candidate will not be permitted to test. If a candidate is denied entrance into a scheduled exam due to failure on the part of the candidate to inform UPPCC of a mismatch of the name used to register and schedule an appointment and the identification to be presented at the test center, the candidate will be responsible for any fees that may be billed by the test center as a result. Denied entry due to missing, expired or improper identification or late arrivals to the testing center will result in a no-show status for the examination appointment. No-shows will result in the forfeiture of the candidate's exam fee.

The administrator will scan the candidate's identification at check in. Electronic copies of the candidate's identification will be temporarily held by Prometric during the examination and verified against identification captured at check out and at any breaks that the candidate may take during the examination. All electronic identification records are destroyed upon check-out.

Candidates are encouraged to review and be acquainted with Prometric test security and check-in procedures as part of his/her exam preparation efforts. These policies are available from the "Prepare for Test Day" tab on the Prometric website (www.prometric.com/test-takers/what-expect).

To maintain the integrity of the examinations, all examinations are proctored by direct observation by the test center administrator and under video and audio surveillance.

Following check-in, the candidate will be escorted by test center personnel to a workstation and logged into the UPPCC examination.

Upon logging in, the candidate will have five (5) minutes to read and accept the UPPCC Non-Disclosure Agreement and General Terms of Use for Exams.

If the candidate does respond or does not click 'I Agree' to accept the terms within the allotted time, the exam session will end and cannot be restarted by test center personnel.

If this occurs, the candidate must leave the test center, contact UPPCC at certification@uppcc.org providing details regarding your exam appointment, and schedule a new exam appointment. Please note that any paid exam scheduling fee is considered forfeited.

## Testing Remotely

For candidates that test remotely, the following conditions must be in place: In order to avoid distractions and reduce stress, please do the following before testing:

- Your computer has been tested in advance for compatibility and good internet connection. System incompatibility/connectivity issues may result in the exam being terminated by Prometric and result in a “no-show” status for the exam appointment. "No- shows” will result in the forfeiture of the candidate’s exam fee and testing opportunity under the approved application on file.
- Your workspace should be completely clear of clutter. There are a few non-prohibited items which can be located on your desktop besides your mouse and laptop/monitor. You will receive more information regarding this closer to the start of the exam window. The online proctor will check to ensure your workspace is free of any prohibited materials.
- No jewelry is allowed. This includes all rings, earrings, necklaces, bracelets, and watches.

Examples of misconduct include:

- Impersonating another candidate for the purposes of taking the exam
- Providing or accepting improper assistance during the exam
- Possession of unauthorized items/materials during the exam
- Removing or attempting to remove exam materials from the exam facility
- Disseminating actual exam content by any means
- Intentionally causing a disturbance of any kind during the exam
- Civil and/or criminal prosecution

To prepare exam day, please review the NDA that follows:

## UPPCC® Non-Disclosure Agreement And General Terms Of Use For Exams Developed For The CPPO® And CPPB® Certification Programs

I certify that I am the person whose name and address appears on the registration of record for this exam and for which I provided official identity verification at check-in for this exam.

I understand that the exam is confidential and is protected by the laws in the United States and elsewhere. It has been made available to me, the examinee, solely for the purpose of assessing my qualifications in the professional discipline referenced in the title of this exam. I agree that I am expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of the UPPCC®.

I understand that any unauthorized disclosure of the content of this exam could compromise the integrity and security of the certification programs.

Furthermore, I understand should I violate this Agreement or otherwise engage in any misconduct that the UPPCC® will take appropriate action(s) in response to the misconduct.

Examples of action(s) that may result from candidate misconduct include:

- Cancellation of my exam scores without refund of my exam fee
- Revocation of my certification
- Complete ban from future participation in UPPCC® certification programs

Following the acceptance of the NDA, a brief navigational tutorial will follow. The candidate will officially launch the exam following completion of the tutorial.

## During The Examination

The 4 hours of time permitted for testing includes pre and post testing activities (i.e., check-in, pre-exam tutorial, Non-Disclosure Agreement, post exam satisfaction survey, etc.), and any unscheduled breaks the candidate may personally elect to take during the official exam.

Examination questions will be presented one at a time on the computer screen. For each question displayed candidates may choose to either answer it or skip it and move on to the next. Regardless of whether a question was answered or not, the candidate also can mark a question in order to come back to it later.

Candidates will be given 3.5 hours to complete the exam. A clock, displayed on screen during testing, will count down continuously from 3.5 hours, so that the candidate is always aware of how much testing time remains. Available to candidates during the exam is an on-screen calculator.

The candidate will be permitted to take breaks during the examination, but any break that the candidate takes will not stop the exam clock. Any breaks will be counted as testing time. Candidates who leave the testing center for breaks (or any other reason) will be asked to sign a logbook and present his/her identification to re-enter the center.

Once the candidate reaches the end of the examination, time-permitting, he/ she will be presented with a summary of the exam which will flag all the questions that were skipped or marked for review allowing the candidate to go back to those specific questions. The candidate may also return to any question on the exam and change his/her response. Candidates will receive printed confirmation of testing at the test center upon completion of the examination. Once exam results are finalized, candidates will receive an email notification at their preferred email address on file, regardless of the exam outcome (Pass/Fail). Please note that for refreshed exams, the notification process will take up to 8 weeks following the closing of the exam window.

## Inclement Weather and Local and National Emergencies

In the event of inclement weather or a local and/ or national emergency on the day of the examination, candidates should phone the local Prometric Testing Center for which he/she has scheduled an appointment. If the testing center is closed and as a result an appointment is cancelled, UPPCC will arrange for the examination to be rescheduled.
Candidates are not penalized if the examination is cancelled due to inclement weather or if a local or national emergency occurs.

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## Exam Cancellation/Reschedule Policy

Once the candidate has scheduled an examination appointment with Prometric, any reschedules within the same exam window or cancellations must also be made through Prometric. Associated fees that the applicant will be expected to make payment for at the time of the reschedule or cancellation are dependent upon the amount of advanced notice given to Prometric.

Examination appointments may be scheduled, rescheduled, cancelled, or otherwise altered for the current testing exam window only. Candidates will not be permitted to cancel from one exam window and reschedule for another even if the exam window is within the one (1) year life of the certification application.

Candidates should note that although rescheduling an examination is permitted, seats fill up quickly and space may be limited or even unavailable as the desired testing date draws near. As such, it is advisable for candidates, if needed, to reschedule an examination as soon as possible. Rescheduling is only applicable for the current exam window by canceling the current appointment and rescheduling for a different date within the exam window.

To reschedule or cancel an examination, candidates should contact Prometric via the web or by phone. When canceling an examination, candidates should obtain email written confirmation of the cancellation from Prometric.

## Exceptions To the Cancellation/Reschedule Policy

The UPPCC recognizes that serious issues may arise that could prevent a candidate from canceling his/her exam appointment within the prescribed period. There are acceptable instances in which thirty (30) or more calendar days' notification is not possible. Such acceptable instances include:

- Serious illness - either the candidate or an immediate family member (spouse, child, parent, etc.)
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Unexpected military duty call-up

Late cancellations or no-shows on the day of the exam due to one of the reasons listed above must be submitted in writing to the UPPCC as soon as possible, but no later than five (5) business days following the incident and must be accompanied by meaningful documentation. For injuries and illnesses to be considered acceptable, documentation must prove that the onset of the injury and/ or condition occurred **AFTER** the candidate scheduled his/her examination appointment **OR** that the injury and/ or condition worsened **AFTER** the candidate scheduled his/her examination appointment.

Upon review of the written request and accompanying documentation, any cancellation/no-show fee will be waived for candidates whose requests were approved; however, the 10% administrative fee which applies to cancelled/rescheduled exam refunds will still apply.

| Exam Cancellation/Reschedule Fees | |
|---|---|
| **Thirty (30) or more calendars days' notice prior to the scheduled examination** | **No fee** *(Admin Fee only if applicable)* |
| **Between twenty-nine (29) and five (5) calendar days' notice prior** | **$50** *(plus, Admin Fee if applicable)* |
| **Less than five (5) calendar days' notice prior** | **$100** *(plus, Admin Fee if applicable)* |

**Administration Fee - 10%**

Post administration, the exam fee paid will be refunded via the original method of payment less a 10% administrative fee for any candidate who does not test and therefore requires a refund to be issued by UPPCC.

The administration fee also applies to:

- Candidates who cancelled exam appointments and did not reschedule and test during the current exam window.
- Candidates who paid the exam scheduling fee but did not schedule a testing appointment during the exam window; or
- Candidates who were granted waivers of other fees under the Exceptions to the Cancellation/Reschedule Policy.

**No show Fee - $315**

## No Shows

Candidates who fail to show for a scheduled exam appointment without sufficient prior or post notification to UPPCC and/or do not provide acceptable cause for the no-show via the Exception to the Cancellation/ Reschedule policy will forfeit the full examination fee.

Candidate No-Shows include:

- Candidate was denied entry into the examination due to a mismatch of the candidates printed name on the ATT email and the photo identification provided at check-in and failed to notify the UPPCC so that the mismatch could be corrected.

- Candidate was denied entry into the examination due to improper identification presented at the testing center at check-in (improper refers to failure to provide identification, providing identification that has expired, or providing unacceptable forms of identification);

- Candidate arrived late to the testing center and could not be accommodated at the time of arrival due to scheduling availability.

### Problems at the Testing Center or Remote Testing

Very rarely do any issues arise that might be perceived as having a negative effect on a candidate's performance.

However, the UPPCC takes these issues very seriously. For the UPPCC to investigate any problems thoroughly, all issues must be reported to the Test Center Administrator (TCA) or online proctor during the exam, before signing off online, or before leaving the test center.

# AFTER THE EXAM

## Scoring the Examinations

Each candidate's performance on the exam is measured against a predetermined standard. This standard is the benchmark standard of knowledge that can be expected of individuals that possess the requisite level of formal education, years of experience and continuing education/training for the associated certification as identified in the eligibility requirements.

Candidates are not measured against the performance or other individuals taking the exam and do not compete with one another. This means that it is possible for all candidates to pass the exam if they meet the predetermined standard for passing.

## Standard Setting (Pass/Fail Cut-Score)

The passing score for the UPPCC exams is set by a panel of expert representatives of the diversity of the profession. The panel reviews each examination question, evaluates the difficulty of the question, and makes a judgment of how a candidate with the requisite level of formal education, years of experience and continuing education/training for each associated certification as identified in the respective eligibility requirements would perform on the question.

Testing experts then analyze these judgments to determine and recommend the standard or the passing score for each certification. The UPPCC Board of Examiners sets the standard based on the recommendation from the panel and the test developer.

## Equating

Each form of the CPPO/CPPB exam has a unique selection of questions. Every exam form is constructed based on the specifications outlined in the UPPCC Body of Knowledge & Competency (BoK-C), however; no two forms of the examination are identical.

Although the UPPCC strives to develop exams that are similar in difficulty, they are not precisely equal in difficulty. The equating process compares subsequent forms of the exam back to the original exam form used to establish the standard or the passing score and adjusts it accordingly.

## Score Reporting

Following the scoring process, raw exam scores are mathematically converted to scaled scores that range from 1000 to 2500. Within that 1500-point scale, 1800 is linked to and represents the standard or passing score. The scale used to report scores is the same for every examination. Candidates must obtain a scaled score of 1800 or better to pass the CPPO/CPPB examinations.

For refreshed exams, CPPO and CPPB results will be available approximately eight weeks after the exam window closes. Otherwise, candidates receive a diagnostic report from Prometric via their preferred email upon completion, regardless of the outcome (Pass/Fail). Once results are confirmed by UPPCC, a confirmation email will be sent to the preferred address on file and may also be viewed in your MyUPPCC account under "Message History." For confidentiality, scores are never shared by phone or email.

The intent of the examination is to distinguish those who meet the predetermined standard from those who do not. There is no evidence that someone who receives an exceedingly high score on the exam will perform significantly better on the job than someone whose score falls exactly at the passing point. Therefore, if a candidate passes the examination, he/she is informed only that they passed the examination. Passing candidates are not notified of his/her actual exam score.

For candidates who do not achieve a passing score, a diagnostic report showing the candidate's performance in each of the six (6) domain areas that comprise the exam will also be delivered to the exam candidate. One (1) of three (3) performance indicators for each domain area will be provided.

## Diagnostic Performance Level Definitions:

This information is provided to assist the candidate in deciding whether to retake the exam and how to plan study efforts for future exams

1. **Proficient** - The score you obtained in this domain area is at or above the acceptable level; you have demonstrated an acceptable understanding of the content in this domain. A review of this area may be helpful to you prior to your retaking the examination.
2. **Marginal** - The score you obtained is marginally unacceptable. Your understanding of the content in this domain area does not appear to be strong, additional study is recommended.
3. **Deficient** - The score you obtained is below an acceptable level; substantial study of this content area is recommended prior to retesting.

UPPCC will send an email confirmation when candidates exam results have been posted to their MyUPPCC account. Candidates should log into their account and click on the appropriate application link to view their exam score. **Only the exam score total is posted in the candidates' MyUPPCC account regarding their exam results.**

## Re-Examination

Candidates who are eligible who wish to retake the examination must submit payment for a new examination fee to the UPPCC by the next application deadline date provided the application will still be active through the next scheduled examination window. Upon payment of the examination fee, the candidate will be issued a new Authorization To Test (ATT) email to proceed with scheduling an examination appointment with Prometric.

## Passing the Examination

Upon successful completion of the certification examination, a certificate documenting the achievement along with a certification lapel pin is mailed to each newly credentialed professional shortly after notification of examination results. The certificate is valid for five (5) years, at which time renewal of the certification is required in order to maintain the certification earned.

## Duplicate or Replacement Certificates

Duplicate or replacement certificate requests should be sent to certification@uppcc.org.

## Digital Badges

UPPCC is committed to providing certificants with the recognition they deserve for the significant accomplishment of earning CPPO and/or CPPB.

In 2019, UPPCC began issuing digital badges to all CPPO's and CPPBs to provide them with an additional tool to help them with communicating and sharing their credentials.

Digital badges are, as the name implies, a digital version of the credentials. Certificants may embed digital badges in their email signatures or in digital resumes, on social media sites such as LinkedIn, Facebook, and Twitter. This digital image contains verified metadata that describes your qualifications and the process required to earn them.

UPPCC has partnered with Credly, the industry leader in digital credentials, to provide digital badges through its Acclaim platform. Upon achieving a UPPCC certification, the certificant is issued with a digital badge (see below) as well as a paper certificate.

The certificant will receive instructions on how to claim and use his/her digital badge by email to the preferred email address in the MyUPPCC account. Digital badges are an additional benefit that is provided by UPPCC at no cost to the certificant.

# Appeals Process - Applicants, Candidates and Certificants

Any applicant, candidate or certificant has the right to appeal to the UPPCC regarding any situation or incident that he/she believes has caused or may cause an adverse decision or result that directly affects the applicant candidate or certificant.

Any individual who wishes to make an appeal (the "Appellant") must submit an appeal in writing to the UPPCC Director within fourteen (14) calendar days of an adverse incident occurring or of the notification of an adverse decision being made.

For an appeal to be considered, it must expressly state the situation or incident and how said situation or incident adversely affected or directly caused the adverse outcome. The appeal must be fact based and not simply an opinion of the affected individual for the appeal to be considered.

All certification applicants have the right to appeal the decision made on his/her application. All appeals should be directed to the attention of the appropriate individual or group at the UPPCC Offices, based on the appeal level as described below.

The first line of appeal is to the UPPCC Director. Letters of Appeal to the UPPCC Director must be submitted and received in writing within fourteen (14) calendar days of the application denial decision notification email. Appeals will not be considered if received more than fourteen (14) calendar days following the date on the decision letter.

The Letter of Appeal must contain the following information:

- the applicant's name, address, telephone number, email address,
- a clear statement of the reason for appeal, and
- supporting exhibits, evidence, new documentation, if any, in support of the appeal.

Upon receipt, the UPPCC Director will review the appeal and render a written decision. Applicants should allow fourteen (14) calendar days for receipt of a decision from the UPPCC Director of an application appeal.

The second and final line of appeal is to the UPPCC Board of Examiners (BOE). Letters of Appeal to the UPPCC BOE must be submitted and received in writing within fourteen (14) calendar days of the denial decision letter from the UPPCC Director of the first appeal.

Appeals will not be considered if received more than fourteen (14) calendar days following the date printed on the denial decision letter from the UPPCC Director of the first appeal.

The BOE Letter of Appeal must contain the following information:

- the applicant's name, address, phone number, email address,
- a copy of the denial of appeal notification letter from the UPPCC Director and all supporting documentation provided by the applicant; and
- the factual basis for the appeal to the UPPCC BOE specifying any NEW information not considered in previous decisions.

The BOE will render a decision within thirty (30) calendar days of receipt of the Letter of Appeal to the BOE. *The decision made by the BOE is final.*

# APPENDIX A

## UPPCC CODE OF ETHICS &PROFESSIONAL CONDUCT

All applicants and certified professionals shall subscribe to and be bound by the following Code of Ethics & Professional Conduct.

- I shall only seek or accept a position of employment when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of employer.
- I shall endeavor to keep myself knowledgeable and current on the practices and issues related to my profession.
- I shall conduct myself in a professional manner that reflects the dignity and worth of the services rendered by my employment and the societal responsibilities assumed as a trusted public servant.
- I shall be governed by the highest ideals of honor and integrity in all public and professional relationships, in order to merit respect and inspire the confidence of my employer and the public served.
- I shall neither seek nor accept any form of personal aggrandizement or profit through misuse of public or personal relationships.
- I shall identify and eliminate participation of any individual in operational situations where a situation of interest may be involved.
- I shall not at any time or under any circumstances accept directly or indirectly gifts, gratuities, services, or other things of value from suppliers, which might influence or appear to influence the performance of my professional duties.
- I shall keep my governmental organization informed, through appropriate channels, on problems and the progress of applicable operations by emphasizing the importance of the facts.
- I shall handle all personnel matters on a merit basis.
- I shall neither seek nor dispense personal favors that are in conflict with my professional duties.
- I shall handle each administrative problem objectively and empathetically without discrimination.
- I shall subscribe to and support the professional aims and objectives of the Universal Public Procurement Certification Council.

## PROHIBITED ACTS

Individuals currently certified by the UPPCC, certified in a retired status or applying for UPPCC certification may be subject to review and appropriate action including revocation or denial of certification for conduct detrimental to the dignity and respect for their position, including, but not limited to, the commission of any of the following Prohibited Acts:

- A material misstatement or misrepresentation or fraud on application materials for certification or recertification.
- Willful violation of examination procedures, confidentiality, or security.
- Failure to report or to conceal knowledge of potentially illegal activity by any staff, volunteer or vendor related to his or her professional activities.
- Failure to pay certification or recertification fees in a timely manner.
- Misrepresentation or improper use of the CPPO, the CPPB or any other professional credential.
- Conviction for or entry of a plea of “nolo contendere” to any crime involving an individual's professional practice in the field of public procurement including but not limited to matters of conduct related to his or her employment and/or conduct related to professional associations and other professional activities.
- Failure to comply with the Code of Ethics provisions listed above or other behavior that may bring discredit to the profession.

# APPENDIX B

## UPPCC Body of Knowledge & Competency's

Periodically, the UPPCC conducts a Job Analysis study to ensure the examinations continue to align with the knowledge, skills, and abilities needed for successful job performance in the public procurement profession. A Job Analysis consists of several activities: and involves the input and expertise of test developers to guide the process and from public procurement subject matter experts to accurately capture the important work they do.

The result of the analysis is a comprehensive, research-based outline of the content on which candidates will be tested for certification. This outline serves as both a guide for candidates preparing for testing and for educators in the development of training and continuing education resources which support the profession.

CPPO Certification is designed for management level public procurement professionals and must complete 96 hours of procurement-related coursework-training. For those with a bachelor's or higher degree, there is a five (5) year minimum of procurement experience within the previous ten (10) years from the application submission date, of which a minimum of three (3) years is in a management or supervisory position. For those with no formal education, there is a minimum of ten (10) years of procurement experience within the previous fifteen (15) years from the application submission date, of which a minimum of six (6) is in management. **All required years of procurement work experience must be at least 50% in the public sector.**

CPPB Certification is designed for public procurement professionals who are responsible for performing essential functions within the procurement cycle but may or may not have management or supervisory responsibilities.

Candidates for the CPPB Certification have completed at least 72 contact hours of relevant procurement training and education and have either completed a 2-year degree program and have a minimum of three (3) years of direct procurement experience or no degree and have a minimum of five (5) years of direct procurement experience. **All required years of procurement work experience must be at least 50% in the public sector.**

Effective for the October 2021 exam window, the CPPO & CPPB certification examinations will cover the six domain areas which comprise the UPPCC BoK-C. The weighting of each domain on the exam is indicated by the percentage listed to the right of each domain heading. For example, 15% of the CPPO Exam will cover content from Domain I Legal Framework, while 20% of the exam will cover items from Domain III Sourcing and Solicitation. For the CPPB exam, 17% will cover content from Domain II. Procurement Planning and Analysis, while 13% of the exam will cover items from Domain VI, Business Principles.

All content on the CPPO & CPPB exams are based on the necessary competencies of a public procurement leader or public procurement buyer.

To review the BoK-C for the CPPO exam, click on the following link or copy/paste the link into your web browser:

UPPCC CPPO BoK-C

To review the BoK-C for the CPPB exam, click on the following link or copy/paste the link into your web browser:

UPPCC CPPB BoK-C

# APPENDIX C

## Candidate Tips

- ✓ RELAX! Have confidence in yourself and your abilities.
- ✓ Remember, you have met eligibility requirements, now demonstrate your knowledge.
- ✓ Maintain a positive attitude.
- ✓ Get a good night's sleep and have a nourishing protein filled breakfast.
- ✓ Arrive early at the testing site or website.
- ✓ Immediately identify any inappropriate conditions to the test center administrator.
- ✓ Read all exam questions carefully.
- ✓ Do not spend too much time on any one specific difficult question.
- ✓ Skip questions that you are unsure of and return to them later.
- ✓ Eliminate any incorrect answer choices from the potential options.
- ✓ Apply practical reasoning to determine the correct answers.
- ✓ Divide the question into manageable and understandable parts.
- ✓ Keep the intent of the question and basic subject matter in mind.
- ✓ There are no trick questions. If two choices seem correct, choose the BEST answer. Remember, good test questions include options that are plausible but not completely correct. Many options for test questions include common mistakes that individuals make when they do not completely understand the material being tested.
- ✓ Do not second-guess yourself - your first instinct is usually correct.
- ✓ Do not read too much into questions and over-anticipate the answers.
- ✓ Answer what is asked for and not what you feel should be asked.
- ✓ Estimate time required to answer remaining questions.
- ✓ Return to previously marked difficult questions to select an option.
- ✓ Plan time effectively.
- ✓ Monitor the on-screen counter which continuously counts down your remaining testing time from the start of the examination.

# APPENDIX D

## Educational Resources

As an independent certification body, UPPCC does not recommend or promote any specific training or prep courses offered in the marketplace. It is up to the candidate to determine their specific needs to prep for the CPPO or CPPB exam.

It is important to utilize the UPPCC Body of Knowledge & Competency (BoK-C) as the basis for formulating any test preparation plan. Since the BoK-C dictates the content to be tested on the certification exams, the candidate should choose educational products that work to reinforce a topic found in the BoK-C.

As the exam questions are kept secured at all times and are not shared with any organization, private entity or individual. Use caution when selecting programs that claim to address actual CPPO and/or CPPB test questions. That said, below is a list of organizations that could provide educational resources in the form of training or literature as prep for the CPPO or CPPB exam.

Please make sure their content aligns with the UPPCC BoK-C before making any commitments.

### UPPCC Strategic Partners

California Association of Public Procurement Officials

Canadian Public Procurement Council

Florida Association of Public Procurement Officials

Government Procurement and Leadership Solutions

National Association of Educational Procurement

National Association of State Procurement Officials

National Cooperative Procurement Partners

National Procurement Institute

Procurement Professionals Alliance (PPA)

Texas Public Purchasing Association

The Procurement Office

Virginia Association of Governmental Procurement

### Other Resources

Institute for Supply Management

National Contract Management Association

NIGP: The Institute for Public Procurement